

Director of Personnel

11 January 1957

THRU : Director of Training

Chief, Assessment & Evaluation Staff

Semi-annual Machine Listing

1. The Assessment and Evaluation Staff of the Office of Training is now being furnished with a semi-annual machine listing (Job No. 137) of names and other information on Agency employees for use in research on Fitness Reports. To facilitate this research it is desirable to be able to transfer certain of this information into our IBM cards mechanically.

2. It is requested that a deck of uninterpreted cards rather than a listing be provided for this purpose. Any list which may be needed can be produced by A & E's own machines. The deck should contain the following information (not necessarily in this order):

- a. Employee Serial Number
- b. Employee Name
- c. Sex
- d. Date of Grade
- e. Grade
- f. Longevity Completion Date
- g. Occupational Service Code
- h. Service Designation
- i. Date of Birth

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*Seen by DPR 14 Jan 57 +
fwd to D/Per.*

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